

## Logging Into the Regional Water Planning Data Web Interface

- To log onto the Regional Water Planning Data Web Interface, first go to the website <http://www.twdb.state.tx.us/data/db07/login.asp>.
- Next, enter your login id and password, and click the *submit* button to enter the Interface.
- If you have forgotten your login id or password, click on the appropriate “*Forgot your ...*” links and follow the instructions on the screen.
- If you are a first-time, pre-approved user who received an email in late August 2002 with a temporary login ID and password, you will enter your temporary ID and password here. You will then click the *Submit* button that will take you to the *Registration* page. Fill out all required fields (fields marked by a red asterisk) and submit your registration. Although you do not have to change your password, it is recommended that you do change it to something that is easy for you to remember. Once this is complete, you will be able to log into the Interface using your new login ID and password.
- If you are a new user, click on the word *here* in the *Register here* statement under the login box. Fill out all required fields (fields marked by a red asterisk) and submit your registration. A TWDB employee will review your registration and you will receive a response within a few days.
- Once you have entered your login and password, and clicked the *submit* button, you will be directed to the *Regional Water Planning Data Web Interface Home* page.
- From this page you will be able to navigate the Interface including the menu items of the Sources, Water User Groups, Wholesale Water Providers, Water Management Strategies and Reports, and the Profile, Search, and Help features.

## Viewing and Editing Your Profile

- To view your profile, from the *Regional Water Planning Data Web Interface Home* page you will select the *View Profile* link on the left of the screen; or, click on the *Profile* button on the top right of the screen, and click the *View Profile* link on the drop-down box that appears.
- The *View Profile* page will load where you can view your profile.
- To edit your profile, you can click the *Edit* button on the *View Profile* page. You may also link to the *Edit Profile* page from the *Regional Water Planning Data Web Interface Home* page. From the home page you will select the *Edit Profile* link on the left of the screen; or, click on the *Profile* button on the top right of the screen, and click the *Edit Profile* link on the drop-down box that appears.
- The *Edit Profile* page will load where you can edit your profile.
- Once you have made your changes, you will click the *Update* button. This will save your changes and direct you to *Update Notification* page.
- From the *Update Notification* page you may link back to the Interface home page.

## Sources

- To view or edit a source, from the *Regional Water Planning Data Web Interface Home* page you will select the *View/Edit Sources* link on the left of the screen; or, click on the *Menu* button on the top right of the screen, click the *Sources* link on the drop-down box that appears, and then click the *View/Edit Sources* link.
- The *View/Edit Sources Main* page will load.
- If you are an approved consultant with editing rights, you may limit this list by selecting from the drop down box to view by your regions or view by your shares. You may also sort this list by clicking on the column headings.
- From this page you can select a specific source to view by clicking on the source name in the list. This will load the *View Source* page that displays detailed data about a specific source.
- If you have editing rights to the region in which the source is located, you will have an *Edit* button in the top right portion of your screen.
- Clicking on the *Edit* button will load the *Edit Source* page where you may edit the attributes of a source.

## Water User Groups

- To view or edit a Water User Group, from the *Regional Water Planning Data Web Interface Home* page you will select the *View/Edit Water User Groups* link on the left of the screen; or, click on the *Menu* button on the top right of the screen, click the *Water User Groups* link on the drop-down box that appears, and then click the *View/Edit Water User Groups* link.
- The *View/Edit WUGs Main* page will load.
- If you are an approved consultant with editing rights, you may limit this list by selecting from the drop down box to view by your regions. You may also sort this list by clicking on the column headings.
- From this page you can select a specific WUG to view by clicking on the WUG name in the list. This will load the *View WUG* page that displays detailed data about a specific Water User Group.
- If you have editing rights to the region in which the Water User Group is located, you will have an *Edit* button in the top right portion of your screen.
- Clicking on the *Edit* button will load the *Edit WUG* page where you may edit the attributes of a Water User Group.

## Wholesale Water Providers

- To view or edit a Wholesale Water Provider, from the *Regional Water Planning Data Web Interface Home* page you will select the *View/Edit Wholesale Water Providers* link on the left of the screen; or, click on the *Menu* button on the top right of the screen, click the *Wholesale Water Providers* link on the drop-down box that appears, and then click the *View/Edit Wholesale Water Providers* link.
- The *View/Edit WWP's Main* page will load.
- If you are an approved consultant with editing rights, you may limit this list by selecting from the drop down box to view by your regions. You may also sort this list by clicking on the column headings.
- From this page you can select a specific Wholesale Water Provider to view by clicking on the Wholesale Water Provider name in the list. This will load the *View WWP* page that displays detailed data about a specific Wholesale Water Provider.
- All consultants will have an *Edit* button in the top right portion of your screen.
- Clicking on the *Edit* button will load the *Edit WWP* page where you may edit the attributes of the Wholesale Water Provider or Wholesale Water Provider customer.

## Water Management Strategies

- To view or edit a Water Management Strategy, from the *Regional Water Planning Data Web Interface Home* page you will select the *View/Edit WMS Projects* link on the left of the screen; or, click on the *Menu* button on the top right of the screen, click the *Water Management Strategies* link on the drop-down box that appears, and then click the *View/Edit WMS Projects* link.
- The *View/Edit WMS Project Main* page will load.
- If you are an approved consultant with editing rights, you may limit this list by selecting from the drop down box to view by your sponsored projects and by your non-sponsored projects. You may also sort this list by clicking on the column headings.
- From this page you can select a specific Water Management Strategy to view by clicking on the Water Management Strategy name in the list. This will load the *View WMS Project* page that displays detailed data about a specific Water Management Strategy.
- If you are a consultant that has editing rights to the region(s) associated with the Water Management Strategy there will be an *Edit* button in the top right portion of your screen.
- Clicking on the *Edit* button will load the *Edit WMS Project* page where you may edit the attributes of the Water Management Strategy.

## Reports

- Reports have been developed that detail the Regional Water Planning data.
- Reports can be accessed from the *Reports Page* link on the left hand portion of the Regional Water Planning Data Web Interface Main Page. They can also be accessed through the *Menu* button. When you click on the *Reports Page* link, the *Report Categories* page will load. To view reports in a specific category, click on the category name link. This will load the *Category Reports* page.
- To view a specific report, click on the *Report Title* link. This will load the report.
- To navigate to different pages in the report use the text box and arrows in the upper left portion of the screen. If you would like to save the report, select the format in which you want the report to be saved from the Select a format drop-down box and click on the Export link to save the report. More detailed instructions on how to do this are given by clicking on the How to Print link in the top center portion of the page. Click on the Close link to close the report and return to the Interface. Click on the Back link to return to the Category Page.

## Searching

- To search for a source, Water User Group, or Wholesale Water Provider, from the *Regional Water Planning Data Web Interface Home* page you will select the *Search Source(s)*, *Search WUG(s)*, or *Search WWP(s)* link on the left of the screen; or, click on the *Search* button on the top right of the screen, then click the *Search Source(s)*, *Search Water User Group(s)*, or *Search Wholesale Water Provider(s)* link on the drop-down box that appears.
- The *Search for Source(s)*, *Search for Water User Group(s)*, or *Search for Wholesale Water Provider(s)* page will load.
- From the search page you follow the directions listed on the page to search for a source, WUG, or WWP.
- You can search by name, region, county, or basin for the sources and WUGs; and, by name and region for the WWPs.
- The search feature for Water Management Strategies is currently being developed and will be available soon.

## Help

- To access the *Help* page, from the *Regional Water Planning Data Web Interface Home* page you will select the *Help* link on the left of the screen; or, click on the *Help* button on the top right of the screen.
- The *Help* page will load.
- From this page you can select to download a copy of the *User Guide*, *Exhibit B*, or the *Short User Guide*.
- You can also ask for additional assistance by clicking on the *Contact Application Administrator* link. This will load the *Contact Form*. Complete your contact information and your question. Your question will be forwarded a TWDB employee who will assist you.

## Permissions for Editing

### **For Sources**

- Based on physical location of source. I.e. if the source is located in Region X and you are an approved read-write consultant for region X, then you have rights to edit Source data for region X.
- For Sources that are “shared” among regions (used by multiple regions), each region’s consultants will be able to enter the “share of availability” for each region for which they are a contracted consultant.

For example: Reservoir A is “shared” by Regions X and Y and located in Region X. Region X edits all basic attributes (total availability etc.) of the source and Region X and Region Y will specify the amount of the availability that is their “share”.

### **For WUGs**

- Based on physical location of WUG.
- For WUGs that are located in more than one region, each region’s consultants will edit their portion of the WUG.

For example: WUG A is located partly in Region X and partly in Region Y. Region X’s consultant will be able to edit the information for the portion of the WUG in Region X, and Region Y’s consultant will be able to edit the information for the portion of the WUG in Region Y.

### **For WWPs**

- Based on the “sponsor” region of the WWP and on the physical location of the “customers/recipients”.
- For WWPs that serve multiple regions, each region that has customers will edit the contract amounts (“demands”) and supplies for the customers in their regions.

For example, WWP A serves regions X and Y and is “sponsored” by region X. Additionally, WWP A was not planned for last round. Region X’s consultants will add the WWP to their list of WWPs, and then regions X and Y will add the customers in their respective regions and will be able to edit the contracts and supplies for their customers.

We recommend coordination of work by consultants for WUGs that are located in more than one region and WWPs that serve multiple regions.

**For WMSs**

- Based on the “sponsor” region for the WMS Project and those regions that are designated to use the WMS Project.
- Only a user with editing rights to the WMS Project can edit the WMS Project’s main attributes and add, edit, or delete a WMS Source.
- Any user that has rights to any of the WMS Project’s designated regions can add, edit, and delete a WUG (as long as that WUG is located in their region) and add, edit, and delete a WWP (as long as the WWP itself or the WWP’s Customers are located in their region).

Example: WMS Project A is “sponsored” by region X and has designated regions Y and Z to be able to use the project. A user who has editing rights to region X can edit the WMS Project’s main attributes, add, edit, or delete WMS Source(s), add, edit, or delete WUGs in region X, and add, edit, or delete WWPs and WWP Customers in region X. A user who has editing rights to region Y and Z, but not X, can add, edit, or delete WUGs in region Y and Z, but not X, and add, edit, or delete WWPs and WWP Customers in region Y and Z, but not X.

**Condensed List of Required Data**  
(For Currently Programmed Components)

**Sources**

All current sources for each region must be listed along with their availability volumes. Also, for sources that are “shared” by multiple regions, each region shall declare the portion of the availability volume that is available to each region.

**Fields to Update on the Edit Source Form**

- Data entry complete for this source?
- Water Right Permit Numbers (if the source has them)
- Total Available Supply: 2010, 2020, 2030, 2040, 2050, 2060
- Was total availability reduced due to water quality considerations? (Y/N)
- Methodology (WAM, GAM, Water Quality notes)
- Regional Comments \*optional\*

**Fields to Update on the Edit Source Share Form**

- Share of Total Availability: 2010, 2020, 2030, 2040, 2050, 2060
- Regional Comments on Share of Total Availability \*optional\*

**Water User Groups**

All WUGs must have at least one source listed as a supply, even if there is no supply volume available during drought of record.

**Fields to Update on the Edit WUG Form**

- Data entry complete for this WUG?
- List of Utilities if WUG is a CRU
- Regional Comments \*optional\*

**Fields to Update on the Edit WUG Supply Form**

- Water Right Permit Numbers (When the supply has them)
- IBT? (Y/N)
- Regional Comments \*optional\*
- Contract? (Y/N)
- If Contract? equals Y:
  - Contract Expiration
  - Seller’s Name
  - Seller’s Alpha
  - WWP ID
- Supply Volume: 2010, 2020, 2030, 2040, 2050, 2060
- Limiting Factor: 2010, 2020, 2030, 2040, 2050, 2060

### **Wholesale Water Providers**

#### **Fields to Update on the Edit WWP Form**

- Data entry complete for this WWP?

#### **Fields to Update on the Add WWP Customer Form**

- Recipient Name
- Recipient Alpha (If you know it)
- Select a WUG (WUG RWPG | WUG Name | County Name | Basin Name | WUG ID)
- Regional Comments \*optional\*
- Current Demand: 2010, 2020, 2030, 2040, 2050, 2060
- Contract or Non-Contract Demand
- If Contract or Non-Contract Demand equals Y: Contract Expiration

#### **Fields to Update on the Edit WWP Customer Form**

- Recipient Name
- Regional Comments \*optional\*
- Current Demand: 2010, 2020, 2030, 2040, 2050, 2060
- Contract or Non-Contract Demand
- If Contract or Non-Contract Demand equals Y: Contract Expiration

#### **Fields to Update on the Edit WWP Customer Supply Form**

- IBT? (Y/N)
- Water Right Permit Numbers (if the supply has them)
- Regional Comments \*optional\*
- Supply Volume: 2010, 2020, 2030, 2040, 2050, 2060

### **Water Management Strategies**

#### **Fields to Update on the Edit WMS Project Form**

- Additional RWPGs that will use this project
- Regional Comments

#### **Fields to Update on the Edit WMS Source Form**

- Data Entry Complete for this Source
- Water Quality Improvements
- Online Date
- Regional Comments

#### **Fields to Update on the Edit WUG WMS Form**

- Total Strategy Supply Volume for this WUG: 2010, 2020, 2030, 2040, 2050, 2060

## Using the TWDB Regional Water Planning Data Web Interface (DB07)

- Selected?
- IBT?
- Add Seller/Delete Seller
- Recursive WMS Supply?
- WUG WMS Annual Cost: 2010. 2020. 2030. 2040. 2050. 2060
- WUG Capital Cost
- Regional Comments

### **Fields to Update on the Edit WWP WMS Form**

- Selected?
- IBT?
- WWP WMS Annual Cost: 2010, 2020, 2030, 2040, 2050, 2060
- WWP Capital Cost
- Regional Comments

### **Fields to Update on the Edit WWP Customer WMS Form**

- Regional Comments
- Total Strategy Supply Volume for this WWP Customer: 2010, 2020, 2030, 2040, 2050, 2060